



# INDIANA DEPARTMENT OF HOMELAND SECURITY

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INDIANA EMERGENCY  
RESPONSE COMMISSION (IERC)





Superfund Amendments & Reauthorization Act  
(SARA TITLE III)

OR

Emergency Planning & Community Right-to-Know  
Act (EPCRA)

Online Portal for EPCRA Reporting

*Tier II Manager*

[www.in.gov/dhs/3893.htm](http://www.in.gov/dhs/3893.htm)



# System Prerequisites

## Browser

- ✓ Internet Explorer 10 or above (non-compatibility mode)
- ✓ Firefox 20 and above
- ✓ Chrome 26 and above

## Components

- ❖ Turn off the popup blocker in your Browser
- ❖ Use Adobe Acrobat Reader (free download)
- ❖ Enable Javascript in your browser (this should already be set in your browser)

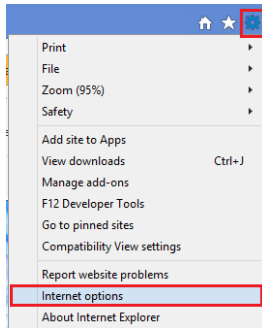


# Pop-Up Blockers

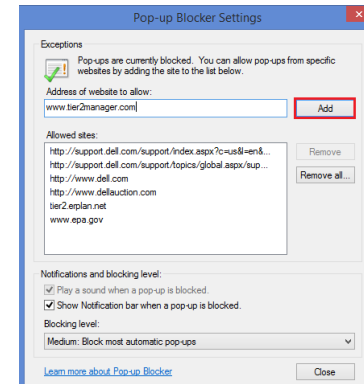
TURN OFF ALL  
POP-UP BLOCKERS

# Allow Pop-Ups in Internet Explorer Browser

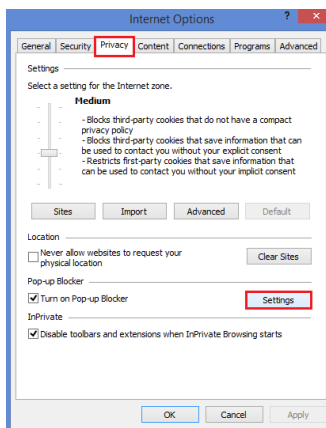
1 At the top right, click the Tools Menu, then click Internet Settings



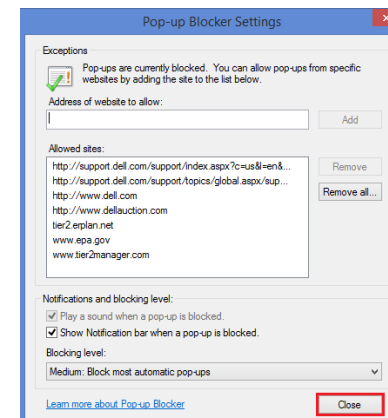
3 Type in the website then click Add



2 Select Privacy, then click Settings

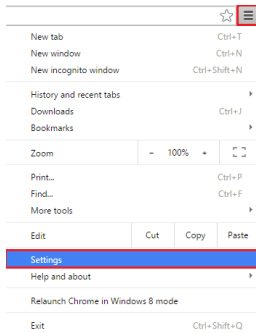


4 The site will be added to your Allowed Sites. Click Close to finish

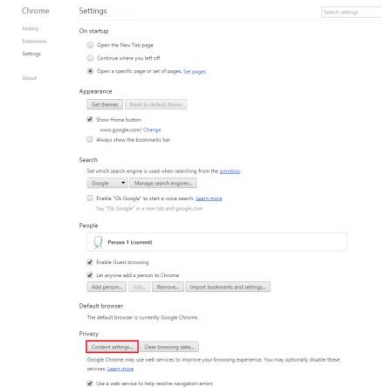


# Allow Pop-Ups in Chrome Browser

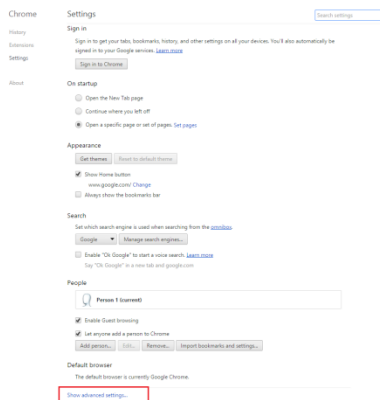
1 At the top right, click the Chrome menu, then click Settings



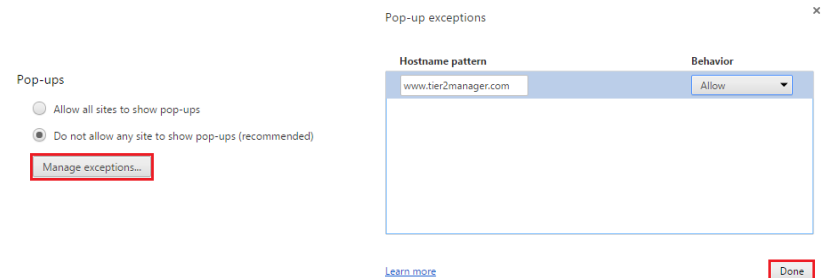
3 Under Privacy, click Content Settings



2 Click Show Advanced Settings



4 Click Manage Exceptions. Locate/add Website, set to Allow, then click Done





# Log-In Security Rules

- Only one user account can be set up for your Company Account.
- All passwords must follow this format 8-15 alphanumeric
- Try 'Forgot Your Password' or 'Reset Your Password' if you are not able to log in.
- Your User Account will be DISABLED if you enter the wrong password more than 5 times consecutively. If your account is disabled, you will see a message when you try to log in. Admin will get a message to enable the account.
- If you have not used your account for a little more than one year and a half, your User Account will be disabled or revoked and you will not be able to log in.
- If you still cannot log into your account, contact the System Administrator. Once the account is disabled, only the System Administrator can enable the account. If the account is revoked, you will need to register a new user account. Write an email to or call the System Administrator. The System Admin will let you know what to do.
- It is always best if you click on the Log Out button. To sign out of the system, click the Log Out button on the right hand side. You will be logged out of the system safely.



# All Users Must Register



Indiana Emergency Response Commission  
Phone :855-246-0065

Online TIER II MANAGER™

You must register before using this Online Reporting System.

[REGISTER](#)

If you have previously registered, please proceed with Log In.

## SYSTEM REQUIREMENTS

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

## Log In

Username

Password

[Log In](#)

[Forgot Username?](#)

[Forgot Password?](#)

[Reset Password?](#)



# New User Registration

2

## New User Registration

### New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

#### User Account Details

Username*	Password*	Retype Password*
<input type="text"/>	<input type="password"/>	<input type="password"/>
Hint Question*	Hint Answer*	
<div>-Select-<div></div></div>	<input type="text"/>	

#### User Contact

First Name*	Last Name*	Title*
<input type="text"/>	<input type="text"/>	<div>Select One<div></div></div>

If you enter an address outside of the US or Canada, enter the state/province name in the City field.

Company Name*	EIN		
<input type="text"/>	<input type="text"/>		
Street 1*	Street 2		
<input type="text"/>	<input type="text"/>		
City*	State*	Zip Code*	Country*
<input type="text"/>	<div><div></div></div>	<input type="text"/>	<div>United States<div></div></div>
Email*	Retype Email*	Phone*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

All system generated email notifications will be sent to the User Email entered above.

Please enter the characters as shown\*

V R 8 3 D

Cancel

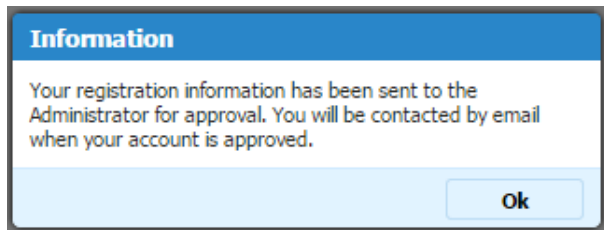
Back

Submit

# New User Registration

3

Click Save and wait for account approval email



4

User and Admin receive registration email notification



**ADD FACILITY**

# Add Facility

1

## Add New Facility

Active Facilities

Back

Facility ID Company Name Facility Name Address County Facility Status City LEPC Fire Department 312 Status 302 Status Latest Report

Facility ID	Company Name	Facility Name	Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
1671	ABC Facility	ABC Facility Main (ID: 1671)	Main Street, Reading, PA 19605	Berks	Active	Reading	Berks County LEPC	Blandon Fire Co	Unknown	Unknown	2014 Tier II Report Annual (Initiated)

Total Results: 1 Rows per page: 10

2

## Enter Facility Info and click Save

Facility Identification

☒ Location & Nature of Business ☐ Owner/Operator ☐ Mailing/Billing Address

Company Name \* Facility Name \*

Facility ID \*

Street 1 \* Street 2 \*

Country \* City \*

United States \* Pennsylvania \* Zip Code \*

County \* Municipality \*

Berks \* Select One \* Latitude (in decimal degrees) \* Longitude (in decimal degrees) \*

Get Coordinates in Decimal Degrees DHS Conversion Tool

LEPC \* Fire Department \*

Select One \* Select One \*

Other Fire Departments responding to this site

NAICS \* Nature of Business \*

Search NAICS

Manned/Unmanned \*

☐ Manned ☐ Unmanned

Dun & Brad No \*

Maximum Number of Occupants at one time \*

Number of Full Time Employees \*

SIC Code \*

Search SIC

Cancel Save

# Add Facility

3

## Enter Owner Operator details and click Save

**Facility Identification Details**

ABC Facility Main (Facility ID: 167)  
Main Street, Reading, PA 19605, United States  
Type: Facility

Location & Nature of Business Owner/Operator Mailing/Billing Address

**Direct Site Communication**

Enter general information for direct contact at the facility site (ex. Reception or Guard house) or if unmanned, next best contact.

[Pick Facility Contact](#)

Phone \* 24 Hr phone  
484-949-4944 x Website (ex. http://www.yourcompany.com)

**Parent Company**

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

[Pick Parent Company Contact](#)

Parent Company Name Dun & Brad Number  
Street Address Country  
City State  
Zip Code Phone Number  
Email

**Owner/Operator Mailing Address and Contact Details**

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

[Pick Owner/Operator Contact](#) [Copy Facility Address](#)

Owner/Operator Name\* EIN  
berks  
Street 1\* Street 2  
2125 Center Ave  
Country\* City\*  
United States Fort Lee  
State\* Zip Code\*  
Pennsylvania 90876  
Owner/Operator Phone\* 24 Hour Phone  
201-302-9494  
Owner/Operator Email\*  
test@idsinternational.com

Cancel Save

4

## Enter Mailing Address details and click Save

street 1, city, IN 23343-24, United States  
Contact: 234-324-3223,  
Type: Facility

Location & Nature of Business Owner/Operator Mailing/Billing Address

**Mailing Address**

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

[Copy Physical Address](#)

Company Name\* Attention Street 1\* Street 2  
brown oil comp  
Country\* City\* State\* Zip Code\*  
United States city Indiana 23343-24  
Phone \*  
234-324-4234 x3

Cancel Save



**START A  
NEW REPORT**

# List of Submissions



Indiana Emergency Response Commission  
Phone :

Online TIER II MANAGER™ Tier

Welcome Marc, NHL Pro Last Login:

[Home](#) [Facilities](#) [Incident Reports](#) [My Account](#) [Billing](#)

## [Back](#) List Submissions

To create and submit a new report, click on the "Add a New Annual/Revision/Update Report" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "view" column next to the report.

### Jagr1 (Facility ID: 110256)

1818 W. Jefferson St., Indianapolis, IN 46100, United States  
Status: Active Type: Facility

Jagr1 stores EHS over TPQ

Jagr1 stores DHS Chemicals of Interest

[Change Facility Status](#)

#### Reports

[Add a New Annual/Revision/Update Report](#)

#### Tier II Report (312 Annual Report)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
5081	<a href="#">2014 Tier II Report Annual</a>	Initiated			Online	

#### 302 Reports

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
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No items to be listed

#### 311 Reports

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
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No items to be listed

[Back to List of Facilities](#)



# Start Report

1

## Check Report Type and select Report Class

### Start a New Report

ABC Facility Main (Facility ID: 1673)

Main Street, Reading, PA 19605, United States  
Contact: 484-949-4944  
Type: Facility

Choose a Report Type (click on button next to selection)

☒ **Tier II Report (312 Annual Report)**

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year.

Choose a Report Class (click on button next to selection)

☒ **Annual for**  Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the **previous calendar year**.

☐ **Revision** Revisions should be submitted to correct errors or omissions in already submitted reports.

☐ **Update for**  Updates should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the **current calendar year**.

Cancel

Proceed



# REPORT HOMEPAGE



# Edit Facility Information

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046 Print Report

Submission Status : Initiated Status Date : 9/2/2015  
Last Updated : 9/2/2015 Submission Type : Online

Step 1 : Review Facility Information Edit

Step 2 : Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Step 3 : Review Subject to Status Edit

Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)



# Chemical Inventory

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

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# Chemical Rules

1. If you select an EHS CAS number from the lookup, then the EHS check box on the Add Chemical page will be automatically checked
2. EHS must be reported as **Pure**
3. When reporting a **Mixture**, enter both the product CAS and component CAS numbers
4. *System calculates the TPQ across the facility by aggregating the EHS amount in **Pure** and **Mixes** and identifying if it is above or below the threshold*

# Enter Chemical Inventory

1




Add a new chemical record never entered in the system  
Import chemical name/CAS from another facility in company account  
Edit an existing chemical record in the facility  
Delete an existing chemical record in the facility

Step 3 : Chemical Inventory Total: 1 EHS: 1 EHS>TPQ: 0

Add Chemicals Import Chemicals

Chemical List

Back All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	EHS Exceeds TPQ	Max Amt Stored	Edit	Delete	Is Valid
7782505	CHLORINE	Pure	EHS	No	10 lbs			

Total Results:1 Rows per page 10

# Enter Chemical Inventory

2a

Enter Chemical manually or use the *CAS/Chemical Lookup*

Chemical Description

[Search by CAS/Chemical Name](#)

2b

Pick result from the Look-up listing

## Chemical List

The chemical list is for lookup purposes only. It is not a complete, verified chemical list. If you find a discrepancy between your data and the search results, please research further before certifying. Chemicals with the same CAS number may appear several times since they are known by several names.

Double click on the chemical to select it and populate it to the screen.

CAS No	Chemical Name	IS EHS	EHS Name	Threshold Planning Quantity	Reporting Quantity
CAS	CHLORINE	Ye ▾	EHS		
7782505	CHLORINE	Yes	Chlorine	100	10
7782505	CHLORINE MOL.	Yes	Chlorine	100	10
7782505	CHLORINE MOLECULE (CL2)	Yes	Chlorine	100	10
51832	CHOLINE CHLORINE CARBAMATE	Yes	Carbachol chloride	500/10,000	500
7782505	DIATOMIC CHLORINE	Yes	Chlorine	100	10
7782505	DICHLORINE	Yes	Chlorine	100	10
7782505	MOLECULAR CHLORINE	Yes	Chlorine	100	10
Total Results:7 Rows per page 10 ▾					

# Enter Chemical Inventory

3a


CAS Number and Chemical Name are populated once you choose from the Search results listing

Chemical Description

[Search by CAS/Chemical Name](#)

CAS Number (If no CAS, type N/A) \*      Chemical Name \*

Chemical Added to Site Date 

☐ Substance is Trade Secret      Trade Secret Proof

Chemical State

[Check all that apply](#)

State \*

☒ Solid    ☐ Liquid    ☐ Gas

Chemical Format

Pure/Mixture \*

☒ Pure    ☐ Mixture

EHS Name [Search by EHS Name](#)

☒ EHS

# Enter Chemical Inventory

3b

If you enter an EHS with a two TPQ values, you will need to select more details about the format of the chemical. Each format must be reported separately

This is an EHS with 2 TPQ values. You must report all states separately. Please indicate which state you are reporting. Choose only one: (1) powder with particle size < 100 microns, (2) in solution, (3) molten form, (4) solid with particle size  $\geq$  100 microns.

- ☐ Powder with particle size < 100 microns
- ☐ In solution
- ☐ Molten form
- ☐ Solid with particle size  $\geq$  100 microns

# Enter Chemical Inventory

4

Complete each column and click Save

## Chemical Details

### ABC Facility Main (Facility ID: 1671)

Main Street Reading, Pennsylvania 19605  
Contact: 894-484-9494 x 9  
Type: Facility

### Notes on Reporting Chemicals

1. Pure Chemicals and Mixture Chemicals must be reported separately.
2. If reporting an EHS chemical only, mark as "Pure". If the EHS is a part of a Mixture, enter the product name in "Chemical Name", check "Mixture" and enter the EHS (and other Ingredients) in the "Mixture Component List".

 Chemical Description   Inventory & Storage 

## Chemical Description

### Search by CAS/Chemical Name

CAS Number (If no CAS, type N/A) \*

7782505

Chemical Name \*

CHLORINE

Chemical Added to Site Date



☐ Substance is Trade Secret

Trade Secret Proof

Browse...

## Chemical State

### Check all that apply

State \*

☒ Solid ☐ Liquid ☐ Gas

## Chemical Format

Pure/Mixture \*

☒ Pure

☐ Mixture

EHS Name [Search by EHS Name](#)

☒ EHS

Chlorine

See Notes on Reporting Chemicals at top of this page.

## Physical and Health Hazards \*

### Check all that apply

☒ Fire

☐ Sudden Release of Pressure

☐ Reactivity

☐ Immediate(Acute)

☐ Delayed(Chronic)

## MSDS/SDS

Attach MSDS/SDS

Browse...

Cancel

Save

# Enter Chemical Inventory

5

If you select Mixture, then the Mixture section will display at the bottom

1. Answer the question about whether mixture components contain an EHS  
If Yes, the EHS component must be reported. If No, then mixture reporting is voluntary
2. Click Search icon to search for CAS number and Chemical Name or manually enter the information
3. Enter the Percentage
4. Click on Save Mixture Component button
5. Click Save at the bottom if you are done adding mixture components

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

Chemical Name

☐ EHS

EHS Name [Search by EHS Name](#)

See Notes on Reporting Chemicals at top of this page.

Maximum Amount Percentage

Save Mixture Component



Cancel



Save

# Enter Chemical Inventory


6


Complete Storage and Inventory Section and click Save.


 Chemical Description 


 Inventory & Storage 


### Chemical Inventory

[Gals To Lbs Converter](#)  
Maximum Daily Amount \*  Unit Pounds 

Maximum Daily Amount Code \* [04] 1,000-4,999 

[Gals To Lbs Converter](#)  
Maximum Amount in Largest Container  Unit Pounds 

[Gals To Lbs Converter](#)  
Average Daily Amount \*  Unit Pounds 

Average Daily Amount Code \* [04] 1,000-4,999 

Number of Days Onsite \*

Is the chemical reported voluntarily because its inventory is below reporting threshold? \*

☐ Yes

☒ No


### Storage Location


To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Add Storage Location". Repeat for additional locations for the substance.


#### Storage Location List

No locations entered yet for this substance

#### Add Storage Location


Container Type \* Tank inside building 

Pressure \* Less than ambient pressure 

Temperature \* Greater than ambient tempe 

☐ Storage Location is Confidential

Location \*

[Gals To Lbs Converter](#)  
Storage Location Max Daily Amount \*  Unit Pounds 

Location Description



# Gallons Converter

6a

## Chemical Inventory

### Gals To Lbs Converter

Maximum Amount Stored \*

Unit

Pounds



## Gallons to Pounds Conversion Utility

Number of Gallons

22

Specific Gravity

4.4

Weight in Pounds

806.344

Calculate

Paste back to Field

# Enter Chemical Inventory

6b

Click More Storage Locations link

1. Choose Container Type, Pressure, Temperature from the list
2. Check if the storage location is confidential
3. Enter the Location and Storage Amount
4. Click Save Storage Location
5. Click Save if you are done with adding Storage Locations

Add Storage Location

Container Type \*  
Tank inside building

Pressure \*  
Less than ambient pressure

Temperature \*  
Greater than ambient tempe

☐ Storage Location is Confidential

Location \*  
Block C

[Gals To Lbs Converter](#)

Storage Location Max Daily Amount \*  
1500

Unit \*  
Pounds

Location Description

Save Storage Location

Cancel Save

# Subject to Status

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046 Print Report

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Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)

# Subject to Status

1

Enter the subject to status information.

312 Status is automatically marked Yes if reporting a Tier II

302 Status is automatically marked Yes if Chemical Inventory has an EHS over TPQ

Once completed, click Save

## Subject to Status

ABC Facility Main (Facility ID: 1671)

Main Street, Reading, PA 19605, United States  
Contact: 894-484-9494 x 9  
Type: Facility

### EPCRA Section 312 (Annual Inventory) Active

The facility is subject to 312? [What is this?](#) \* ☒ Yes ☐ No

### EPCRA Section 302 (EHS Amt>TPQ) Active

The facility is subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? [What is this?](#) \* ☒ Yes ☐ No

### CAA Section 112(r) (RMP) Unknown

The facility is subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? [What is this?](#) \* ☐ Yes ☒ No

RMP ID

### EPCRA Section 313 (TRI) Unknown

The facility is subject to Toxic Release Inventory under Section 313 of EPCRA (40 CFR Part 372) [What is this?](#) \* ☐ Yes ☒ No

TRI Facility ID

Cancel Save





# Report Contacts

1. Facility Information
2. Chemical Inventory
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Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

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Cancel Report (This will discard all Report data)

# Report Contacts

1

Complete Contacts information and click Save. Use the lookup tools to carry contacts over from other facilities in your account

ABC Facility Main (Facility ID: 1671)

Main Street, Reading, PA 19605, United States  
Contact: 894-484-9494 x 9  
Type: Facility

**Tier II Contact**  
Person knowledgeable of the information contained in the Tier II inventory form.

Pick Tier II Contact

First Name *	Last Name *	Title *	
Sharon	Wilson	EMA	
Email *	Phone *	24 Hr. Phone	Mobile/Pager
ts@t.com	243423432423	32432432423	

**Emergency Planning Coordinator**  
Required only if Chemical Inventory has Extremely Hazardous Substance quantities greater than the Threshold Planning Quantity

Pick Emergency Planning Coordinator

First Name *	Last Name *	Title *	
Jennifer	Myers	EMA	
Email *	Phone *	24 Hr. Phone *	Mobile/Pager
ts@t.com	243423432423	32432432423	

**Emergency Contacts**


Pick Emergency Contact

First Name *	Last Name *	Title *	
Frank	Gordon	EMA	
Email *	Phone *	24 Hr. Phone *	Mobile/Pager
ts@t.com	4324324333	3243243333	

Pick Emergency Contact

First Name *	Last Name *	Title *	
Sue	Soredon	EMA	
Email *	Phone *	24 Hr. Phone *	Mobile/Pager
ts@t.com	4324324333	3243243333	

Cancel Save



# Attachments

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

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Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)

# Enter Attachments

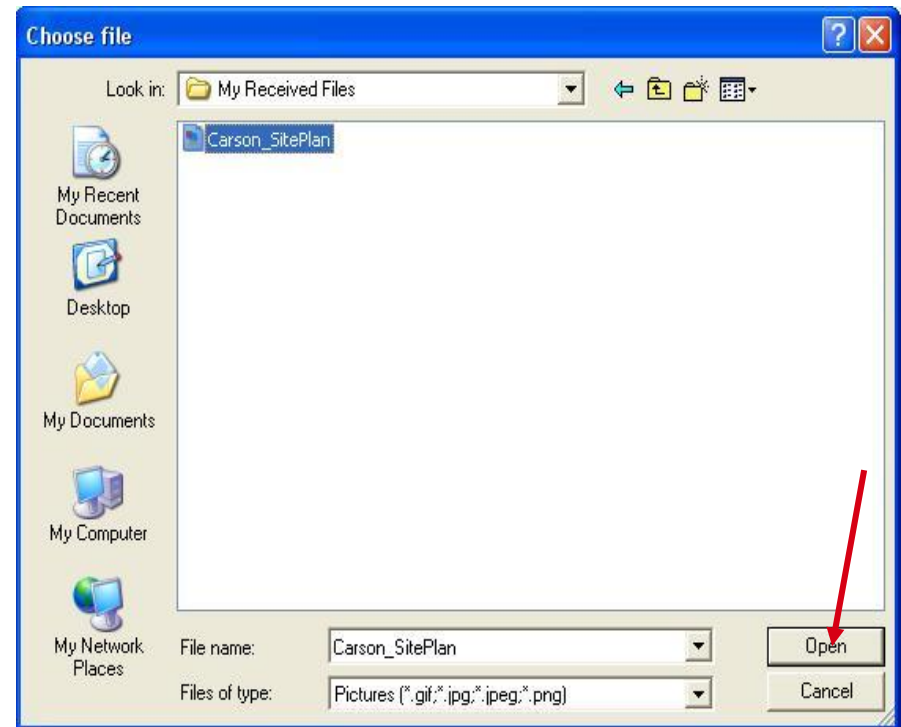
1

To attach, start by clicking Browse

Attachment	File	Browse File to Upload	Sent as Hardcopy
Site Plan (Map) *		<span>Choose File</span> No file chosen	<input type="checkbox"/>
Offsite Response Plan (for SARA filers ONLY)		<span>Choose File</span> No file chosen	<input type="checkbox"/>

2

Identify the location of site plan on network. Click Open.





# Fee Exemption

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046

Submission Status : Initiated Status Date : 9/2/2015

Last Updated : 9/2/2015 Submission Type : Online

Print Report

Step 1 : Review Facility Information Edit

Step 2 : Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Step 3 : Review Subject to Status Edit

Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)



# Fee Exemption

1

Complete the Exemption Questionnaire then click Save

## Fee Exemption Questionnaire

ABC Facility Main (Facility ID: 1673)

2014 Tier II Report Annual

Main Street, Reading, PA 19605, United States  
Contact: 484-949-4944  
Type: Facility

This facility does not have exemption information entered for the year 2014. Please complete each question and click submit.

### 1. Is the facility owned by a government agency?

☐ Yes

You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any extremely hazardous substance or any hazardous substance.

☒ No

### 2. Is it a State of Local Government entity?

☐ Yes

You are not required to submit a Tier II Report to the State Emergency Response Commission, the LEPC and the Local Fire Department. However, you are encouraged to voluntarily submit a Tier II Report so the information will be available in case of an emergency.

☒ No

### 3. Is the facility a retail gas station?

☐ Yes

If you: Store your gasoline or diesel fuel entirely underground and you are in compliance with Underground Storage Tank (UST) requirements, and you store less than 75,000 gallons of gasoline (all grades) and less than 100,000 gallons of diesel fuel, Then, you are not required to provide a Tier II Report for gasoline and diesel fuel at your facility. You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any other extremely hazardous substance or any hazardous substance, including kerosene or propane.

☒ No

### 4. Is the facility a farm and are you a farmer whose principle residence is located on this farm?(You are not subject to fees.)

☐ Yes

You are not required to submit a Tier II Report for chemicals used in routine agricultural operations. However, you are encouraged to voluntarily submit a Tier II Report so information will be available in case of emergency. There is no fee for voluntary reports.

☒ No

### 5. Are you a charitable organization?(You are not subject to fees.)

☐ Yes

You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any extremely hazardous substance or any hazardous substance.

☒ No

### 6. Is your facility a marina?(You are not subject to fees.)

☐ Yes

You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any extremely hazardous substance or any hazardous substance.

☒ No

If your facility does not fall into either of the categories listed above, you must submit a Tier Two Report Form to the Emergency Management Division DirectLink Technology Center

Cancel

Save



# Certification

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046 Print Report

Submission Status : Initiated Status Date : 9/2/2015  
Last Updated : 9/2/2015 Submission Type : Online

Step 1 : Review Facility Information Edit

Step 2 : Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Step 3 : Review Subject to Status Edit

Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)

# Fee Questionnaire



Indiana Emergency Response Commission

Phone :

[Home](#)[Facilities](#)[Incident Reports](#)[My Account](#)[Billing](#)

## Fee Exemption Questionnaire

Jagr1 (Facility ID: 110256)

1818 W. Jefferson St., Indianapolis, IN 46100, United States

Contact: 317-234-9696

Type: Facility

This facility does not have exemption information entered for the year 2014. Please complete each question and click submit.

**1. Is the facility a Federal, State, or Local Government facility?**

☐ Yes

☒ No

**2. Is the facility a Farm?**

☐ Yes

☒ No

Cancel

Save

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# Payment Steps



Indiana Emergency Response Commission  
Phone :

Online TIER II MANAGER™ Tier II Reporting Year : 2014

Welcome Marc, NHL Pro Last Login: 12/28/2015, 09:22 AM

Log Out

[Home](#) [Facilities](#) [Incident Reports](#) [My Account](#) [Billing](#)

## View Fee Summary

Jagr1 (Facility ID: 110256)

2014 Tier II Report Annual

1818 W. Jefferson St., Indianapolis, IN 46100, United States  
Contact: 317-234-9696  
Type: Facility

The Invoice Amount is calculated based on your report. Payment of the complete Invoice Amount is required for your report to be considered complete.

Reporting Period : 2014

Item	Rate	Quantity	Amount
Reporting Fee	100	1	100.00
Late Fee	100	1	100.00
Grand Total			200.00

Net balance as of Today: \$200

Pay Now

1

Based on the Fee Exemption status

# Payment Steps



Indiana Emergency Response Commission

Phone :

[Home](#) [Facilities](#) [Incident Reports](#) [My Account](#) [Billing](#)

Online TIER II MANAGER™ Tier II Reporting Year : 2014

Welcome Marc, NHL Pro Last Login: 12/28/2015, 09:22 AM

[Log Out](#)

Please do not click on the browser Back button.

Please print your Invoice by clicking [here](#)

Please note that the invoice does not display online payment convenience fees.

## Make a Payment

Jagr1 (Facility ID: 110256)

2014 Tier II Report Annual

1818 W. Jefferson St., Indianapolis, IN 46100, United States

Contact: 317-234-9696

Type: Facility

☒ Due Amount : \$200.00

Amount Due is the total from the current invoice and any outstanding balances. For questions regarding your account balance, please call .

### Select payment method \*

☒ Online Payment-Credit Card/ACH

The Indiana Department of Homeland Security requests facilities pay their Tier II fees and any past due fees online. To make a payment, you will be redirected to the Value Payment Service website where you will have the option to pay via a variety of credit card types or e-check. If you are unable to complete your transaction online, please contact the Indiana Department of Homeland Security on .

Choose the payment method and select Continue

2

# Payment Steps



(Do not use your browser's "Back" button. Instead, please navigate using the buttons below.)

1  
PAYMENT  
DETAILS

2  
REVIEW  
INFORMATION

3  
PAYMENT  
RECEIPT

## Account Information

Payment Type: Indiana Department of Homeland Security  
Invoice Amount: Reporting fees \$200.00

## Payment Details

Select Payment Method\*



Payment Amount : \$ 200.00

Card Number \*

XXXXXXXXXXXXXXXXXXXX

Expiration Month\*

--

Expiration Year\*

--

CVV \*

123

[What is CVV?](#)

## Billing Information

☐ Check this if card address is international.

Cardholder First Name\*

First Name

Last Name\*

Last Name

Billing Address\*

AnySt. #1278

City\*

Anytown

State\*

--Select--

ZIP code\*

37512

Contact Phone Number\*

Phone Number

Email Address

email@email.com

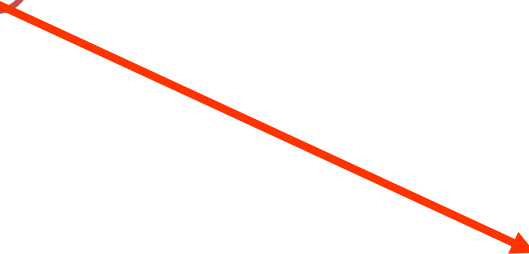
Continue

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Powered by [ValuePaymentSystems](#)

Enter Payment Details and select Continue

4





# Certification

[Back](#) Edit Report Homepage for **Jagr1** (ID: 110256) [List Submissions](#)

Complete each step with a to submit your report.

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

0 Notes

**Report**

2014 Annual Tier II Report(Jagr1) - 5081

**Submission Status : Initiated** **Status Date : 12/11/2015**

**Last Updated : 12/11/2015** **Submission Type : Online**

**Submitter Username : Marc Torbeck [mtorbeck]**

[Print Report](#)

Preview/print report and complete Certification details if complete

1



# Certification

## Certify Report

ABC Facility Main (Facility ID: 1673)

2014 Tier II Report Annual

Main Street, Reading, PA 19605, United States  
Contact: 484-949-4944  
Type: Facility

I certify under penalty of law that I have personally examined and am familiar with the information, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

☒ I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.\*

Please preview the Tier II Report before Submission

Name of Owner/Operator or  
Authorized Representative \*

Jane Smith

Official Title \*

Director

Telephone Number \*

333-333-3333 x3

Date \*

09/02/2015

Cancel

Submit

2

Check Certification box and select submit



# Notification

- 6 • One-Stop Reporting: Facilities no longer need to submit three separate Tier II reports to the state, LEPC, and fire departments. A single submittal through *Tier II Manager* satisfies reporting to all three entities (unless the LEPC and/or fire department requests paper Tier II reports from the facility)
- Manage Facility Chemical Inventory: LEPCs and fire departments can search for and delineate chemical types and quantities reported through the online portal for planning purposes
- Automatic Notifications: LEPCs and fire departments are instantly notified about facility notifications/updates.
- Previous Facility Information: Facility data entered last year has been uploaded to *Tier II Manager*; however, facilities will need to make some edits to facility contacts and chemical data to conform to the new platform, and submission of new site plans is required.



# SARA Program Contact Information:

[www.in.gov/dhs/3893.htm](http://www.in.gov/dhs/3893.htm)

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